

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.				Agency Number
CHECK ONE: <input type="checkbox"/> NEW POSITION <input type="checkbox"/> EXISTING POSITION				
Part 1 - Items 1 through 12 to be completed by department head or personnel office.				
1. Agency Name Department of Agriculture	9. Position No. K0217939	10. Budget Program Number 61010		Position Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Senior Administrative Assistant		
3. Division Division of Water Resources		12. Proposed Class Title		
4. Section Water Management Services	For	13. Allocation		
5. Unit Data Entry		14. Effective Date July 1, 2012		
6. Location (address where employee works) Topeka Shawnee County	Use	15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	Personnel	17. Audit Date: By: Date: By:		

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Brenda Curl;	Data Management Supervisor, Administrative Specialist;	K0073560

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Brenda Curl;	Data Management Supervisor, Administrative Specialist;	K0073560

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee will be given limited latitude to complete data entry and quality control/quality assurance functions as such duties depend on consistent application of procedures to ensure the accuracy and timeliness of the data. Scanning and filing duties will be given limited latitude to refine workflow and categorization. The employee will be given detailed directions and expected production goals for most tasks and will have peer and supervisory resources available to work through problems as they arise.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
45%	Data entry – Enter data, usually from hand-written forms, into the water rights information system (WRIS) database through a series of customized user interface screens. There is a constant volume of this work throughout the year with seasonal peaks of projects like the annual water use reports when over 14,000 hand-written cards are received from the water right holders across the state; the information is entered into the database beginning in February with a completion deadline of April 12. Some of the other work can be complicated by the rules associated with water right maintenance.
45%	Scanning and filing – The Division of Water Resources has decades worth of paper files that need to be scanned and properly filed so that the information can be archived and accessible. This position will be the lead worker in this effort and will work with other staff to properly scan and catalogue these paper files.
10%	Other duties as assigned.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.
- | Title | Position Number |
|-------|-----------------|
|-------|-----------------|

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23. Which statement best describes the results of error in action or decision of this employee?
- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
 - () Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.
- Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Little to no contact with the public is anticipated for this position.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment. Will have to lift boxes of paper, move paper around.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Keyboard and personal computer for data entry/ daily. Scanner for scanning paper files/ daily.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.
- Education - General

Education or Training - Special or professional

License, certificates and registrations

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head _____ Date _____

